

December 19, 2003

Dear Colleague,

The Centers for Disease Control and Prevention's (CDC) Public Health Prevention Service (PHPS) invites you to provide an opportunity for professional development for early career program managers. The PHPS Program requests applications for two-year field assignments in program management or applied epidemiology for the 2003 PHPS class. Ultimately, 25 Prevention Specialists, 21 in program management and four in applied epidemiology, will be placed with public health agencies providing quality assignments. Field assignments will begin in September 2004 and end two years later in September 2006.

State and Local health agencies, Departments of Environment, Indian Health Services-Field Stations, and other public health agencies (i.e., community based organizations, foundations, and universities with a strong collaboration with State and Local health agencies) are eligible to submit.

The PHPS program is a 3-year training and service management program for postgraduate masters level professionals interested in a career in public health management. Prevention Specialists in the PHPS Program have a masters' degree in public health or a related field and 2 to 3 years work experience. During the first year of the program at CDC, Prevention Specialists complete up to two assignments working in prevention programs and participate in program management skill-enhancing training. This training combines service and experiential learning through structured training and hands-on work experience. Structured training in basic public health sciences includes: program implementation and evaluation, strategic planning, risk communication, grant writing, project management, epidemiology, and surveillance. Prevention Specialists are able to apply skills to develop, deliver, and evaluate public health programs or intervention strategies. **All salaries, benefits, relocation allowances, and PHPS related travel expenses will be paid by CDC.**

During the two-year field assignment with a public health agency, Prevention Specialists are expected to gain in-depth experience in program management including, but not limited to, grant and project management, budget preparation and monitoring, staff planning, program implementation and evaluation, and policy development. The four Prevention Specialists assigned to an applied epidemiology assignment are expected to gain in-depth experience in applied epidemiology including, but not limited to management, planning, and implementing of epidemiological or health studies and data management.

The enclosed guidance for developing an assignment includes the criteria that will be used to select appropriate professional development opportunities with a public health agency. The application process is a two-phase process, which includes the Letter of Intent (LOI), followed by the full application. Applicants successful in the LOI phase will be invited to submit a full application. The attached document, *Guidance for Developing a Field Assignment*, provides instructions for developing the LOI and full application.

LOIs must be submitted to the PHPS office no later than Friday, January 30, 2004. Those health agencies that are successful in the LOI phase will be contacted and invited to submit a full application detailing the professional development assignment for a Prevention Specialist.

The PHPS Program is committed to developing Prevention Specialists to be the future program managers and leaders in public health. We appreciate your interest in partnering with CDC in the hands-on training of these professionals. Please feel free to contact Michelle Scott, PHPS Supervisor at 770-488-8621 or by email at Lscott@cdc.gov if you have questions about the application process. Thank you for your continued support of the Public Health Prevention Service.

Sincerely yours,

Pam Lutz,
Acting Chief, Public Health Prevention Service
Division of Applied Public Health Training
Epidemiology Program Office

Guidance for Developing a Public Health Prevention Service (PHPS) Field Assignment

The following guidance is provided for developing a LOI and full application for a two-year field assignment in program management or applied epidemiology. Public health agencies should be committed to providing a stimulating learning environment and well defined appropriate assignments that lead to the attainment of PHPS Performance Requirements.

The field placement will begin in September 2004 and end two years later in September 2006. Applications for a Prevention Specialist should describe assignments that provide challenging and meaningful work opportunities to further develop skills in program management or applied epidemiology.

Please refer to the instructions for completing the LOI and full application. In addition examples of a program management and applied epidemiology LOI and full application are provided.

PHPS Performance Requirements

PHPS Performance Requirements serve as the framework for structured training and experiential learning and work experiences for Prevention Specialists. See ["Performance Requirements."](#)

Professional Mentoring and Supervision

Two-year Field Supervisor

PHPS requires all assignments to have a primary and secondary supervisor who are full-time staff members actively involved in programmatic activities of the agency. The main responsibility for the assignment supervisors is to:

- Commit to a minimum of 10% work time (at least ½ day per week)
- Orient the Prevention Specialist to program-specific areas, policies, and protocols
- Provide technical guidance and monitoring for all work assignments
- Monitor the assignment to ensure meaningful work experiences and activities are provided
- Facilitate successful completion of assignment-specific skill sets (based on PHPS Performance Requirements)
- Assist the Prevention Specialist to identify additional professional development opportunities
- Facilitate mentoring linkages with appropriate staff
- Provide weekly feedback to the Prevention Specialist on performance
- Provide periodic assessment and feedback reports to the designated PHPS Supervisors
- Participate in ongoing communication with PHPS supervisors

PHPS Supervisor

The PHPS Supervisors provide overall supervision and assure completion of PHPS Performance Requirements through 3-year placements. The PHPS Supervisors are responsible for:

- Providing overall guidance, direction, and supervision to Prevention Specialists
- Serving as a resource for the field assignment supervisors
- Matching Prevention Specialists with a specific quality assignment
- Working closely with field supervisors and Prevention Specialists on professional development experiences, activities, and evaluation during the assignment
- Providing direction through consistent feedback to the Prevention Specialist on overall performance in the program
- Providing mentoring and guidance to Prevention Specialists in achieving the PHPS Performance Requirements over the course of the 3-year program

On-going Professional Development

PHPS strongly encourages on-going professional development focusing on PHPS Performance

Requirements and the development of assignment-specific skills. Ongoing professional development may include participation in:

- Seminars
- State and local conferences and workshops
- National conferences
- Site visits to local communities
- Teleconference training
- Web-based training
- Field and case studies

Expenses associated with the professional development of Prevention Specialists are the responsibility of the public health agency.

Computer Support

Another element critical to the success of the PHPS Program is the ability of Prevention Specialists to function as an integral part of the work unit. An appropriate office location and routine clerical and administrative support are needed to facilitate integration into the work environment. The Prevention Specialist should have access to equipment such as printer, copy machine, fax machine and office supplies necessary for the successful completion of the assigned work. If the desktop computer provided does not have a CD-ROM drive, access to a computer with CD-ROM must be made available as some PHPS training materials will be provided on CD-ROM.

Public health agencies should provide the following:

- Personal desk with adequate work surface
- Private filing space
- Telephone
- 500 Mhz Pentium computer with at least a 128 meg ram
- 10 gig hard drive with monitor
- 20X CD-Rom drive with sound card and speakers
- LAN connections (if appropriate)
- Internet access and computer software (e.g., word processing, statistical, graphics)

Letter of Intent (LOI)

All LOIs must be received by Friday, January 30, 2004.

Instructions and Format

- The first phase of this application process is to develop an LOI. Applicants must submit an electronic one-page typewritten LOI.
- Do not forward any attachments with the letter.

LOI Format

Components B, C, and D will be scored according to the point distribution noted.

A. Agency Locating Information

Primary Supervisor

Type of Public Health Agency or Institution (i.e. State/Local health department, Community Based Organization, Foundation)

Agency Name/Program Office

Mailing address/Overnight mailing address (if different)

Phone and fax number

E-mail address

Type of Assignment: _____ Program Management _____ Applied Epidemiology

B. Statement of Need (10 points)

- Describe the management issues and health problem(s) to be addressed by the Prevention Specialist.
- Describe the priority population(s).
- Describe key collaborations with other agencies.

C. Assignment Description (20 points)

- Describe the scope of the assignment in program management or in applied epidemiology.
- Describe major activities the Prevention Specialist will undertake and the Performance Requirements each activity addresses.
- Describe the Prevention Specialist's level of responsibility (i.e., coordinator, manager, analyst, team member, and facilitator). Prevention Specialists cannot provide direct supervision to other staff during this two-year field assignment.
- Describe the expected outcome or end product for each activity.

D. Organizational Structure and Supervision (15 points)

- Describe the organizational location of the assignment within the health agency.
- Describe the professional development opportunities available to the Prevention Specialist.
- Describe the organizational commitment and work place support (i.e., office setting, computer equipment, clerical and administrative support, dedicated resources).
- Describe the supervisory and mentoring experience of the primary and secondary supervisors (do not include resumes with the LOI).

Instructions for Submission

1. **Send email to:** Shannon Souvinette
ssouvinette@cdc.gov
770-488-2583
2. **FAX copies are not acceptable.**

Deadline: Applications received before 12:00 p.m. EST on Friday, January 30, 2004 will be considered. Successful applicants will be invited to submit a full application. See [Example 1 - Program Management](#); [Example 2 - Applied Epidemiology](#).

Full Application

All applications must be received by Tuesday, March 30, 2004 and should not **exceed 10 pages** in length.

Public health agencies that are successful in the LOI phase will be invited by the PHPS Program to submit a full application. In developing a full application for a two-year assignment, public health agencies must use the format provided below.

Application Format

Part I: Agency and Supervisor Information

- Describe the management issues and health problem(s) to be addressed by the Prevention Specialist.
- Time Period: September 2004 through September 2006
- Organization, Program Office, Mailing Address/Overnight Mailing Address (if different)
- Primary Supervisor: (Name/degree(s)/title/ mailing address/telephone/fax/e-mail)
- Secondary Supervisor: (Name/degree(s)/title/ mailing address/telephone/fax/e-mail)

Part II: Statement of Need

Provide an overview of the health problem(s) or issue(s) to be addressed in this assignment.

- Describe the scope of the assignment (e.g., program management or applied epidemiology).
- Describe the management issue and health problem to be addressed by the Prevention Specialist.
- Describe the priority population(s).
- Describe key partners and their role in collaborating with your agency on this health problem or issue.

Part III: Assignment Description

- Provide a full description of the proposed assignment activities addressing the points below.
- Identify and describe major activities Prevention Specialist will undertake describing direct, hands-on work experience with communities and other public health agencies.
- Identify the Performance Requirement(s) each activity will address, including an end product as they relate to the Performance Requirements.
- Describe how these major activities contribute to achieving the overall mission of your agency.
- Identify the level of responsibility of the Prevention Specialist for each major activity (i.e., coordinator, manager, epidemiologist, team member, and facilitator).
- Include a general timeline for each major activity over the course of the two-year field experience assignment.
- Identify dedicated resources to these activities (i.e., staff, community partners, funding, and equipment).
- Describe how this assignment is part of the management team.

Part IV: Organizational Structure

- Provide a description of the organizational structure addressing the points noted below.
- Describe the organizational location of the assignment within the health agency.
- Describe the organizational work place support (i.e., office setting, equipment, computer, clerical and administrative support, peer support).
- Describe the professional development opportunities available to the Prevention Specialist during the two-year field assignment.
- Describe the capacity, internal resource, and those collaborative partnerships that will support the Prevention Specialist.

Part V: Supervision and Mentorship

- Identify the primary and secondary supervisors.
- Identify the supervisors and describe the supervisory and mentoring experience.
- Describe the supervisor's plan to provide direct supervision and on-the-job training.
- Describe other competing duties and responsibilities of the primary and secondary supervisors.

Part VI: Supporting Documentation

Please include electronic files for the following.

- An organizational chart of existing and proposed staff.
- Current curriculum vitae or resume for each supervisor.
- Letters of support from collaborating organizations.

Application Review

All applications will be reviewed based on the stated criteria and the following aspects of the application.

- Completeness – Includes all six components.
- Consistent with the overall objectives of the PHPS Program.
- Ability to provide hands-on work experience.
- Ability to offer professional development opportunities for the Prevention Specialist in the areas of program management or applied epidemiology.
- Provision of supervision, mentoring, and other support services for the Prevention Specialist.
- Overall geographic distribution of the assignments.

Instructions for Application Submission

- 1) Submit the original, two hard copies, and an electronic copy of the full application to:

Shannon Souvinette
CDC/EPO/PHPS
4770 Buford Highway, Mailstop K-80
Atlanta, Georgia 30341-3717
770-488-8621

- 2) Send an electronic copy of the application and if possible, attachments in Rich Text Format. If unable to submit in Rich Text Format, MS Word is acceptable. The disk should be labeled with the name of your program, address, and contact name and mailed with your application. The disk must be sent with the original application and two copies. **FAX copies are not acceptable.**

Deadline

Complete applications received by 4:00 p.m. Eastern Standard Time on Tuesday, March 30, 2004, will be considered. See Full Application Examples: [Example 1 - Program Management](#); [Program Management Attachment 1.doc](#); [Example 2 - Applied Epidemiology](#).

Time Line for Field Assignment Application 2003 PHPS Class

Request for Application

December 2003	Field assignment guidance mailed to health agencies
January 30, 2004	Deadline for receipt for LOI in PHPS office
March 1 - 2, 2004	Notify public health agencies of successful LOIs and request full application
March 3 - 4, 2004	Notify public health agencies of unsuccessful LOIs by letter

Application Review

March 30, 2004	Full applications must be received in PHPS office
April 13, 2004	Prevention Specialists bio-sketch emailed to successful public health agencies

Interview Process

April 26 - May 7, 2004	Open recruitment (Two-way communication between public health agency and Prevention Specialist)
May 11 - 12, 2004	Notification of selected health agencies and invitation to participate in Prevention Specialist interviews in Atlanta
May 13 -14, 2004	Notification of non-selected health agencies

June 12, 2004 ***Interview day in Atlanta****

Matching Process

June 16 -18, 2004	Selection of matched Prevention Specialist with public health agency
June 21, 2004	Prevention Specialists notified of match
June 28 - 30, 2004	Health agency notified of successful and unsuccessful match

***PHPS Interview Day will be held in Atlanta on Saturday, June 12, 2004. All travel related expenses are the responsibility of the public health agency.**

Successful public health agencies in phase II will receive biosketches for the 2003 PHPS class. Public health agencies will have the opportunity to participate in open recruitment during a two-week period that allows for open discussion between Prevention Specialists and public health agencies. Following open recruitment, Prevention Specialists will identify those health agencies they would like to invite to Atlanta for a formal interview. Primary supervisors are expected to come to Atlanta on Saturday, June 12, 2004 to interview interested Prevention Specialists.